



## Employee Appraisal System (EASy) *Conducting a PDAS Observation* Quick Reference Guide

\*Once campus administrators have successfully set up the Appraise staff list, conducting observations may begin. Below is a list of steps guiding campus principals through the process:

### Step 1:

Login at <http://eduweb.saisd.net> using your username and password

A screenshot of the SchoolObjects login page. It features the 'eduphoria! SchoolObjects:' logo at the top. Below the logo, it says 'Enter your username and password to begin.' There are two input fields: 'Username:' and 'Password:'. At the bottom, there is a green 'Login' button with a right-pointing arrow.

### Step 2:

Once logged in, click Appraise



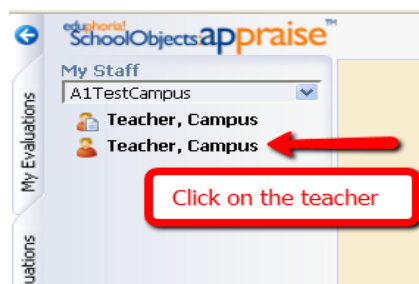
### Step 3:

Click on the Evaluations Tab



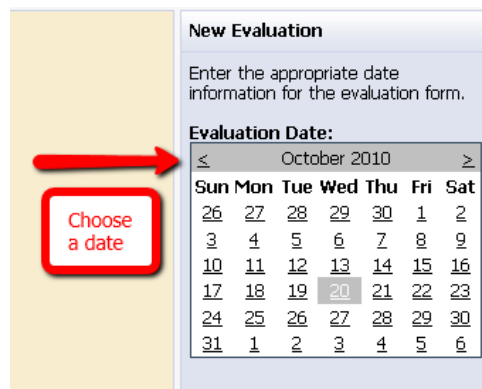
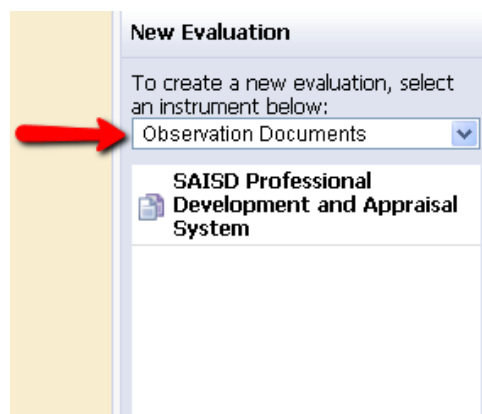
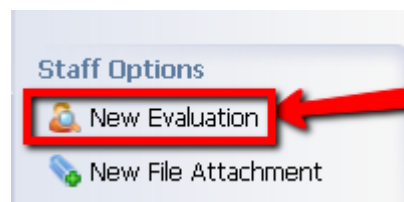
#### Step 4:

Click on the staff member's name



#### Step 5:

- Click New Evaluation
- Select Observation from the drop down menu and select *SAISD Professional Development and Appraisal System* then click *Next*
- Select a *Date* for the summative then click *Next*



- Click Finish
- Begin your Observation